

**2015 – 2016 YEAR – END MEETING: FISCAL CLOSING PROCESS**  
**+MANUAL, JULY 18 – 19, 2016** **3777**  
 (No.146 July 2016)

VIRTUAL MEETING APPROACH 2

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## **VIRTUAL MEETING APPROACH**

### ***Pre-Meeting Duties***

- Units are responsible for reconciling unit accounting records for FM 1 through FM 11 by June 16.
  - The Interim FM 12 HFD reports are available on June 17. This report contains OE payments, labor JVs, JVs and MRTs entered by June 16.
  - Final FM 12 HFD reports will be available on July 13. The Final FM 12 HFD reports will also contain Uniform Payments and Labor data. Units will need to reconcile any OE documents with a “post date” of June 17 and thereafter.
  - Interim FM 13 will be available July 14.
- Units need to prepare Excel files of all documents to be submitted to DAO during the process (JVs, OE accruals, Labor accruals).
  - If documents cannot be scanned or made electronic, then the documents will need to be Fed-Ex'd and received in DAO by July 19. Use faxing only as a last resort for 1-5 documents.
- DAO will establish a pre-meeting technical setup for all network and computer needs and test connections prior to the year-end meeting date. Issues to be coordinated with the Management Services IT liaison (Linda Rodriguez and Roy Nakagaki).
  - Test phones.
  - Test computers.
  - Test GoTo Meeting licenses.
  - Confirm e-mail accounts are working in Outlook.

### ***Meeting Logistics***

- Units and Regions should be prepared to work via phones and their GoToMeeting accounts to initiate reconciliation review. If needed, you may contact Linda Rodriguez or Roy Nakagaki for assistance in setting up a GoTo Meeting account.
- HQ Programs can work by phone and email, similar to what is described for Regions or Units, OR they may appear in person to HQ DAO on July 18 or 19 for adjustments and closing.

- Contact names for both Unit and Region should be identified to Accounting (Kathleen Williams) seven working days prior to the meeting (July 18). HQ Programs will have Administrative Officers as contacts unless otherwise notified. In cases where backup staffing is necessary, back up contact will need to be identified by e-mail to Kathleen Williams, Departmental Accounting Office.
- A listing of all Unit/Region contacts will be distributed prior to the first meeting (July 15 at the latest).
- *HQ Program Contacts (UPDATED AS OF 6/22/16)*

Unit			Name	Office No.	Cell No.	Fax No.
<b>FIRE PROTECTION</b>						
5920 Training Academy			Dawn Muschetto	209-274-5536		209-274-2034
5920 Training Academy			Cat Frazer	209-274-5502	209-781-5717	209-274-2034
5922 Law Enforcement 9210 Fire Protection 9211 9214 9217			Linda Tien	916-653-6269		916-653-2556
9215 Aviation Management			Erin Brown Barbara Marando	916-561-3355 916-561-3347	916-531-0735	916-561-3364
9216 Mobile Equipment			Linda Tien	916-653-6269		916-653-2556
<b>RESOURCE MANAGEMENT (8-X)</b>						
9500	8-A	Fiscal & Admin Coordination	Matt Reeder	916-653-0834		916-653-6378
9510	8-X	Environmental Protection	Matt Reeder	916-653-0834		916-653-6378
9520	8-X	Forest Improvement	Matt Reeder	916-653-0834		916-653-6378
9530	8-X	Forest Practice Regulation	Matt Reeder	916-653-0834		916-653-6378
9540	8-X	Forest Management	Matt Reeder	916-653-0834		916-653-6378
9550	8-X	Vegetation Management	Matt Reeder	916-653-0834		916-653-6378
<b>STATE FIRE MARSHAL</b>						
All SFM			Penny Katsifolis Cindy Lorek	916-445-8217 916-324-4560	916-297-3844	916-445-8509
5900	5-A	OSFM Headquarters	Monique Morales	916-324-2493		916-445-8509
5921	5-C	Training	Clayton Hallford	916-445-5810		916-445-8509
5933	5-G	Fire & Life Safety - North	Connie Petersen	916-445-3927		916-445-8509

5934	5-B	Fire & Life Safety - South	Connie Petersen	916-445-3927		916-445-8509
5941	5-H	Pipeline Safety	Celeste Mahugh	916-445-8007		916-445-8509
5942	5-J	Fire Engineering	Celeste Mahugh	916-445-8007		916-445-8509
5960	5-M	Code Development & Analysis	Clayton Hallford	916-445-5810		916-445-8509
9213	5-S	Pre-Fire Management	Monique Morales	916-324-2493		916-445-8509
9580	8-X	FRAP	Matt Reeder	916-653-0834		916-653-6378
<b>MANAGEMENT SERVICES</b>						
9000	9-A	Office of the Director	Jeannie Agpoon	916-653-7013		916-653-4171
9001	9-T	Legal Office	Ashley Kephart	916-653-1092		916-657-4072
9002	9-P	EEO	Allison Lyman	916-653-7577		916-653-9988
9010	9-B	Board of Forestry	Laura Alarcon-Stalians	916-653-8007		916-653-0989
9020	9-C	Foresters Licensing	Laura Alarcon-Stalians	916-653-8007		916-653-0989
9030	N/A	Disability Blanket	David Geisen	916-653-2380		916-653-2556
9110	6-G	Communications	Alisha Herring	916-653-9952		916-654-7661
9111	6-A	Legislation	Dan Merwin	916-653-9063		916-654-6107
9313	9-E	Information Technology	Janel Schlim	916-445-5052		916-324-3374
9314	9-E	Information Technology	Janel Schlim	916-445-5052		916-324-3374
9315	9-E	Information Technology	Janel Schlim	916-445-5052		916-324-3374
9410	9-F	Management Services	Iryna Bolotina	916-653-7158		916-653-4746
9411	9-G	Accounting Office	Iryna Bolotina	916-653-7158		916-653-4746
9412	9-H	Budget Office	Liane Ma	916-653-1605		916-653-2556
9414	9-D	Technical Services	Margaret See	916-324-1635		916-324-3400
9416	9-K	Business Services Office	Judy Bankert	916-324-1638		916-327-5842
9418	9-R	Program Accountability	Shilo Wilson	916-327-3993		916-327-5842
9422	9-M	Human Resources	Penny Peters	916-445-7892		916-445-7806
9423	9-N	OSHPROS	Penny Peters	916-445-7892		916-445-7806

9424	9-W	Labor Relations Office	Penny Peters	916-445-7892		916-445-7806
9425		Employee Support Svcs	Penny Peters	916-445-7892		916-445-7806

- *Northern Region Contacts (UPDATED AS OF 6/30/16)*

- Northern Conference Line 707-576-2841

Unit	Name	Office No.	Cell No.	Fax No.
<b>REGION 1000, 1001, 1010, 1056 (1-A)</b>				
Staff Services Manager II	Kelly Mandell	707-576-2997		707-576-2932
Admin Officer II	Kerry Bradford	707-576-2928		707-576-2932
Personnel Services	Shelly Smith	707-576-2912		707-576-2932
O&E	Kelly Woodle	707-576-2917		707-576-2932
<b>MEU 1100 (1-E) 1830 (1-R) 1912(1-J) 1915 (1-M)</b>				
Admin Officer	Brett Pinson	707-459-7402	707-391-6702	707-459-7462
Personnel Services	Pam Levine	707-459-7416		707-459-7462
O&E	Sonya Schmidt	707-459-7415		707-459-7462
1830 (1-R) JDSF	Debbie Lotten	707-964-5674		
1912 (1-J) Chamberlain Creek CC	Gina White	707-964-3716		707-964-4957
1915 (1-M) Parlin Fork CC	Gina White	707-964-3765		707-964-9241
<b>HUU 1200 (1-D)</b>				
Admin Officer	Jonnie Mayberry	707-726-1202	707-599-2657	707-726-1214
Personnel Services	Rae Anna Handel	707-726-1243		707-726-1214
O&E	Bev Powers	707-726-1246		707-726-1215
1913 (1-K) Eel River CC	Suzanne VanMeter	707-923-2757		707-923-3302
1916 (1-P) Alder CC	Sharon Long	707-482-2761		707-482-7405
1917 (1-N) High Rock CC	Laura West	707-946-2362		707-946-2364
<b>LNU 1400 (1-F)</b>				
Admin Officer	Gaby Avina		707-486-3553	707-967-1473
Personnel Services	Lauren Silva		707-529-8098	707-967-1472
O&E	Tammi Rossi	707-967-1418		707-967-1473
1914 (1-L) Konocti CC	Renee Mulcahy		707-533-9747	707-967-1473
1918 (1-W) Delta CC	Kathleen Hie		707-287-6718	707-967-1473
<b>SCU (1600) (1-S)</b>				
Admin Officer	Jim Crawford		408-472-1602	408-779-1679
Alternate AO	Ryan Michaels		669-253-3366	408-779-1679
Personnel Services	Caroline Lopez	408-778-8636		408-201-0492

O&E	Sarah Olais	408-778-8635		408-779-1679
<b>CZU (1700) (1-V)</b>				
Admin Officer	Jake Hess	831-335-6702	831-254-1702	831-335-4053
Personnel Services	Carla Delnegro	831-335-6737		831-335-4053
O&E	Katherine Gault	831-335-6736	831-212-3144	831-335-4053
1817 (1-X) Soquel State Forest	Anna Cameron	831-475-8643		
1920 (1-Y) Ben Lomond YCC	Dianna Adams	831-426-1610	alternate contact: Katherine Gault	
<b>BTU 2100 (2-H)</b>				
Admin Officer	Jamie Norton	530-538-7111	530-282-2255	530-538-7401
Personnel Services	Lisa Koehler	530-538-7111	530-680-3333	530-538-7401
O&E	Janet Sutton	530-538-7111	530-990-0957	530-538-7401
<b>LMU (2200) (2-J)</b>				
Admin Officer	Lane Caldwell	530-257-8502	530-310-2202	530-257-8599
Personnel Services	Evelyn Glenn	530-257-4172		530-257-8599
O&E	Evelyn Glenn	530-257-4172		530-257-8599
2911 (2-S) Antelope CC	Dana Cannon	530-257-4172		530-257-8599
2914 (2-Q) Intermountain CC	Janet Lewis	530-257-4172		530-257-8599
2919 (2-X) Susanville Training Center	Dana Cannon	530-257-4172		530-257-8599
2926 (2-D) Devil's Garden CC	Janet Lewis	530-257-4172		530-257-8599
<b>NEU 2300 (2-K)</b>				
Admin Officer	Tena Anderson	530-889-0111 ext 102	530-277-2302	530-823-9201
Personnel Services	Shelly Smith	707-576-2928		707-576-2932
O&E	Pam Turknnett	530-889-0111 ext 107	530-559-5085	530-823-9201
2915 (2-T) Washington Ridge YCC	Kristine Craig	530-889-0111 ext 106		530-823-9201
<b>SHU 2400 (2-L) 2922 (2-Z) 2923 (2-W)</b>				
Admin Officer	Donna McCain	530-225-2402		530-225-2039
Personnel Services	Joshua Williams	530-225-2412		530-225-2039
O&E	Susan Chism	530-225-2416		530-225-2039
<b>TGU 2500 (2-N)</b>				
Admin Officer	Matt Chamblin	530-528-5122	530-200-2502	530-529-8538
Personnel Services	Lore Loucks	530-528-5122		530-527-9906
O&E	Vickie Andersen	530-528-5122		530-527-9906
2918 (2-U) Ishi CC	Deborah Martin	530-528-5122		530-527-9906
2921 (2-Y) Salt Creek CC	Darla Brewer	530-528-5122		530-527-9906
2925 (2-P) Valley View CC	Tammy Allen-Nolan	530-528-5122		530-527-9906
<b>SKU 2600 (2-M)</b>				

<b>2913 (2-R)</b>				
Admin Officer	Mike Bradley	530-842-3516	530-598-2602	530-842-7952
Personnel Services	Shelly Smith	707-576-2928		707-576-2932
O&E	Amber Custer	530-842-3516		530-842-7952
<b>AEU 2700 (2-E)</b>				
Admin Officer	Rob Withrow	530-644-2345	530-708-2702	530-647-5276
Personnel Services	Tracy Bozarth	530-644-2345		530-647-5276
O&E	Terri Bliss	530-644-2345		530-647-5276
2931 (2-G) Growlersburg CC	Sandra Linnenbrink	530-333-4385		530-333-1746
2932 (2-F) Pine Grove YCC	Nancy Money	530-296-7591		530-296-7855

- *Southern Region Contacts (UPDATED AS OF 6/21/16)*
- Southern Conference Line 951-782-4439

<b>Unit</b>	<b>Name</b>	<b>Office No.</b>	<b>Cell No.</b>	<b>Fax No.</b>
<b>REGION HQ (4-B)</b>	Main Number	559-243-4100		
	Craig Tolmie, Asst. Region Chief	Use Cell	559-317-7681	559-222-3409
	Ruth Torres, Staff Services Mgr II	Use Cell	559-696-5024	559-222-3409
	Sebrina Powell, AO II Finance	Use Cell	559-696-5955	559-222-4404
	Rebecca Vatalaro, AO II Personnel	Use Cell	559-289-1838	559-243-4177
OE&E 4000, 4001	Elva (Letty) Bonilla	559-243-4155		559-222-4404
OE&E Capital Outlay and Indexes: 3010, 3011, 3012, 3013, 3050, 3051, 3052, 3053, 3054, 4010, 4051, 4052, 4053, 4054	Sebrina Powell	559-243-4110		559-222-4404
PS/Labor (4000-4001)	Donna Gutierrez	559-243-4102		559-243-4177
Schedule A Billing	Christina Espinoza	559-243-4111		559-222-4404
<b>RRU 3100 (3-A)</b>				
Admin Officer	Casey Hartman	951-940-6904	760-409-3251	951-940-6865
Admin Officer III	Jennifer Fagen	951-940-6908	951-377-5400	951-940-6865
PS Labor	Maria Silva	Use Cell	951-722-8789	951-940-6865
OE&E	Casey Hartman	951-940-6904	760-409-3251	951-940-6865
Camp Indexes: 3918 (3-H) 3919 (3-G) 3922 (3-P)	Contact HQ staff			
<b>MVU 3300 (3-C)</b>				

Admin Officer - BC	Christina Williamson	619-590-3102	619-672-5408	619-590-3106
PS/Labor	Chony Cabansag	619-590-3141		619-590-3106
OE&E	Rachel O'Connor	619-590-3143		619-590-3106
Camp Indexes: 3912 (3-E) 3916 (3-L) 3917 (3-M) 3926 (3-X)	Michelle Patton Rebecca Scott Michelle Patton Sue Miller	760-765-0140 760-782-3559 760-765-0140 619-766-4112		760-765-3080 760-782-2762 760-765-3080 619-766-4483
<b>SLU 3400 (3-V)</b>				
Admin Officer	Geoff Money	Use cell	805-903-3402	805-543-4248
Admin Officer II	Bill Winter	Use cell	805-903-3491	805-543-4248
PS/Labor	Susan Stone/ Paula Croft	Use cell	805-903-3402	805-543-4248
OE&E	Judy Wooten	805-593-3488		805-543-4248
OE&E	Linda Dukes	805-593-3486		805-543-4248
Camp Indexes: 3923, 3924, 3927	Contact HQ staff			
<b>BDU 3500 (3-B)</b>				
Admin Officer	Shane Littlefield	909-881-6902	909-553-3294	909-881-6969
PS/Labor	Jeannie Campiran	909-881-6940		909-881-6969
OE&E	Linda Woodburn	909-881-6939		909-881-6969
Camp Indexes: 3911, 3914, 3915, 3920, 3925	Contact HQ staff			
<b>TUU 4100 (4-E)</b>				
Admin Officer	Derek Staberg	559-636-4102	559-358-7102	559-732-5963
PS/Labor	Laura Procsal	559-636-4102	559-358-7102	559-732-5963
OE&E	Linda Hefner	559-636-4117		559-732-5963
OE&E: 4917, 4813	Lydia Venegas	559-732-5954		559-732-5963
<b>MMU 4200 (4-F)</b>				
Admin Officer	David Irion	209-742-1906	559-706-8806	209-966-7047
PS/Labor	Tammi Chastain/ Lisa Pearman	209-742-1973 209-742-1975		209-966-7047
OE&E	Karen O'Keefe/ Courtney Arebalo	209-742-1976 209-742-1970		209-966-2256 209-966-2907
OE&E: 4914	Nicole Poor	209-966-2116		209-966-6685
<b>FKU 4300 (4-G)</b>				
Admin Officer	Dustin Hail	559-493-4302	559-281-4302	559-875-8473
PS/Labor	Kim Hart/Kim Godfrey	559-493-4347/4348		559-875-8473
OE&E	Cynthia Hernandez	559-493-4332		559-875-8473
OE&E: 4915	Contact HQ staff			
<b>TCU 4400 (4-H)</b>				
Admin Officer	Greg Adams	209-754-2702	209-419-4402	209-754-5241
PS/Labor	Debbie Nelson/	209-754-2756		209-754-5241



	Barbara George			
OE&E	Jennifer Ingersoll	209-754-2757		209-754-1959
OE&E: 4913, 4920	Sonya Klyn	209-984-5287		209-984-0529
OE&E: 4919	Annette Avila	209-736-2553		209-736-0698
<b>BEU 4600 (4-C)</b>				
Admin Officer	Dennis Carreiro	831-333-2600	831-594-8612	831-333-2660
PS/Labor	Lina Morgan	831-333-2600		831-333-2660
OE&E	Miya Yamashita	831-333-2600		831-333-2660
OE&E: 4922	Tiffany Garrett	831-678-0609		831-678-2272
Revised 7/8/16				

### ***Additional Communication Logistics***

- Dedicated phone lines and fax lines should be committed and identified for the specific dates.
- DAO will dedicate its own phone lines and at least one fax machine for closing purposes on the day of the closing.
  - DAO will have dedicated laptops/PCs for Fiscal Closing functional tasks needed during the meeting. These are to be drawn from DAO, ERBU, and Management Services resources.
  - Normal department IT Maintenance updating will be deferred. This will maintain network connection through the closing meeting period. Normal system maintenance is on Wednesdays.
  - DAO will have a dedicated printer for the computers and functional licenses for scanning documents as needed. The scanning format will be in an ADOBE PDF format for related electronic files.
  - DAO will have dedicated phones lines for conference and functional desks (see details below).
- All staff access to ePay, Pacmans, HFD, and AFAS should be confirmed as working and accessible prior to the closing.

## **CLOSING PROCESS**

### ***HQ Program / Region Staff Directions***

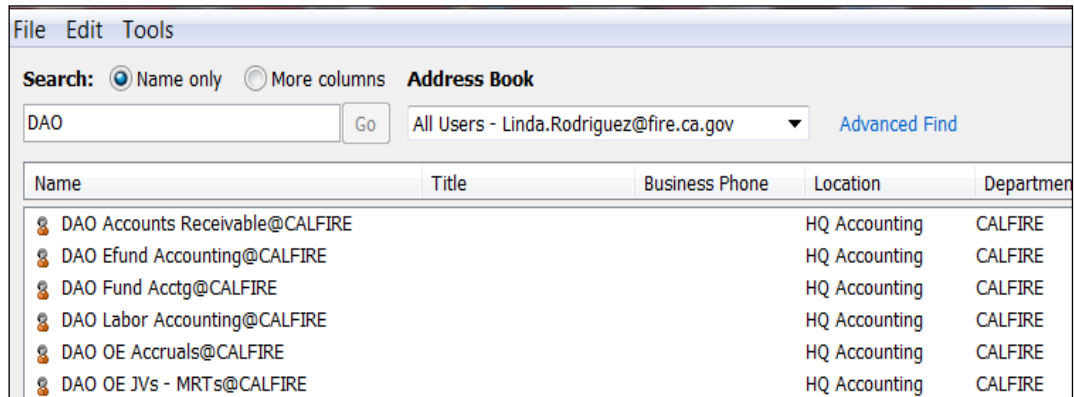
- The closing process is a two day process. The first day, July 18, will begin at 0800 hrs and will end at 1700 hrs. The second day, July 19, will begin at 0800 hrs and close at 1600 hrs.
  - Telephone number for both days is 1-888-251-2909, participant code #844451 (for 50 lines).
  - Attendees to be invited are: Thomas Lutzenberger, Jennifer Jesness, Jennifer Wan, Linda Rodriguez, Michelle Lawrence, Stella Chan, Kathleen Williams, Van Le, Shirley Ching, Dong Cao, Fanny Luo, Amabelle Dioquino, Ronald Vikash, Vincent Chan, Stephanie Lor, Betty Bradley, David Geisen, Kelly Mandell, Kerry Bradford, Craig Tolmie, Ruth Torres, Rebecca Vatalaro, Sebrina Powell, Melissa Gamer, Penny Katsifolis, Cynthia Lorek.
- A general headquarters accounting call line is available for both days at 916-653-3909. Region/Unit staff can also use their own lines for connections and one-on-one discussions with Sacramento staff (see contact lists).
- Program staff can also work directly by phone, email or in-person with DAO staff.
- All Units begin closing and coordinate with Regions or HQ Administrative Officers on shared cost item review and approval to go forward. DAO and Regions will be available by phone and GoToMeeting to discuss proper approach on various issues. (If establishing GoToMeeting for DAO staff, contact Linda Rodriguez at 916-653-3909 or Tom Lutzenberger at 916-869-9040 for prior confirmation.)
- When complete, Units will seek Region or HQ Administrative Officers' approval to close.
  - Regions and HQ Administrative Officers must send an email the DAO Fund Accounting mailbox when Unit closing is finalized.
- DAO will review and provide final clearance to close or flag issues remaining for correction.

### ***Questions and Problems Communication Process with Functional Desks***

- Unit staff should communicate with respective Region or HQ Administrative Officer to resolve problems. Regions and HQ Administrative Officers will attempt to direct and resolve many unit issues first before sending them on to DAO for further direction.

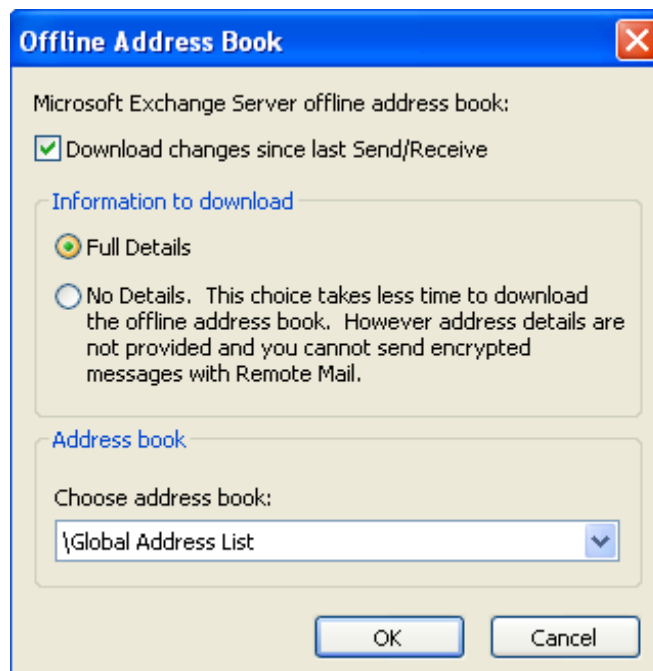
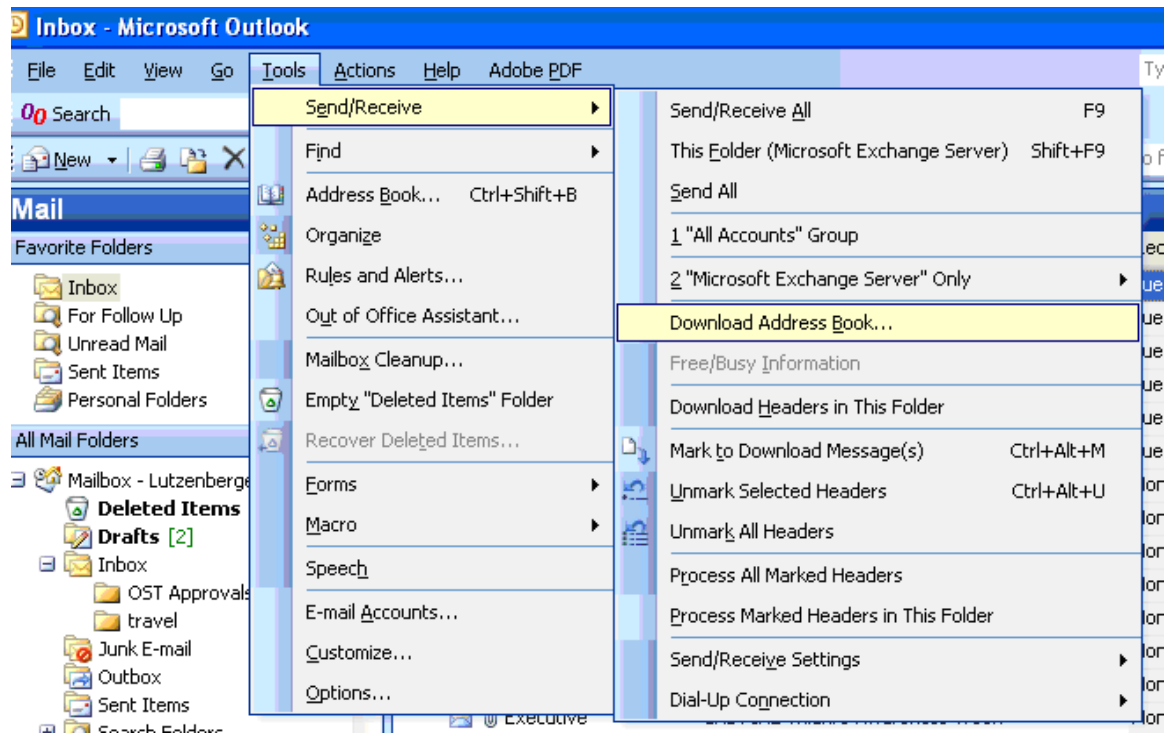
- Questions, problems and issues will be handled in a virtual queue system using phone and email. Units can start with email using “receipt requested” to the designated email boxes identified by DAO within this plan. In lieu of email, unit may phone the designated DAO contact or functional desk identified within this plan.
- The DAO Coordinator will acknowledge receipt by email when the issue ticket/email is opened. Acknowledgement for more complex issues will be by phone to fully understand the question asked.
- The DAO Coordinator will determine:
  - if the issue can be solved right away with a phone and/or email answer,
  - if it is complex and needs to go to a Functional desk, or
  - if it is an unknown issue which is then routed to Jennifer Jesness or Tom Lutzenberger for further direction.
- The DAO Coordinator, based on the decisions above, may redirect the issue message to the Functional desk from the designated mailboxes. If resolved by the DAO Coordinator, the issue will then be deleted from the mailbox and archived in a completed electronic folder in case it is needed for later retrieval. If redirected, the Coordinator will forward the issue email to the Functional desk to address. Either the DAO Coordinator or Functional desk will address the issue by phone to close it out as needed.
- Email Mailboxes: Specific DAO Coordinators (listed below) for the boxes will be determined prior to the fiscal closing process. Each will be addressing a specific email account as questions and attachments come in. The Mailboxes will be specifically for issues on:
  - DAO Accounts Receivable: Coordinator - Stephanie Lor
  - DAO Efund Accounting: Coordinator – Abraham Gaerlan
  - DAO Fund Accounting: Coordinator - Kathleen Williams
  - DAO Labor Accounting: Coordinators - Betty Bradley
  - DAO OE Accruals: Coordinator - Ron Vikash
  - DAO OE JVs - MRTs: Coordinators – Betty Bradley

The specific email address will be preloaded to the email system, so you should be able to find the respective mail box the same way you would searching for someone's name in Outlook. Keep in mind the name titles will begin with DAO as a prefix. See sample below:



If you cannot find these in Microsoft Outlook you will need to update your address book in Outlook via the department network. While this should be automatic from the network we have confirmed not everyone's account has been updated to date. Manual updating will ensure you have access. Follow these steps for updating:

- Go to your main Outlook screen.
- Initiate the tools menu.
- Select Send/Receive.
- Select Update Address Book.
- Select Full Details on the mini screen that pops up.
- You should be able to find the DAO mailboxes now.

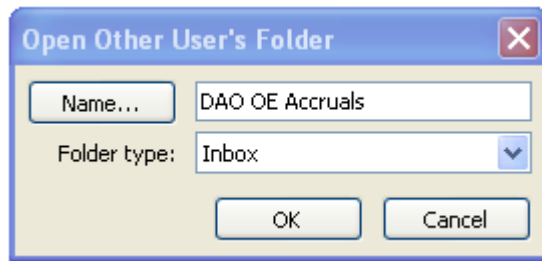


Coordinators should also note that the DAO boxes will be shared in some cases. For those who have access to specific mailboxes as they were setup, you can open them following the below steps:

To work with the new inbox in Outlook:

- Click on File

- Open
- Other user's folder
- Find the account. Click OK



Mailbox account sharing will be as follows:

Names	AR	Efund	Fund	Labor	OE Accruals	OE JVs - MRTs
Amabelle Dioquino					x	
Abraham Gaerlan		x				
Betty Bradley				x		x
Dong Cao		x	x	x	x	x
Jennifer Jesness	x		x		x	x
Kathleen Williams		x	x	x	x	x
Lisa John		x	x	x	x	x
Michelle Lawrence		x				
Richard Anglin		x				
Ron Vikash					x	
Shirley Ching		x	x	x	x	x
Stephanie Lor	x					
Tom Lutzenberger		x	x	x	x	x
Linda Rodriguez		x	x	x	x	x
Van Le		x	x	x	x	x

Software formats accepted for the purposes of the fiscal closing process include only:

- Microsoft Word and Excel 1997-2003 format. DO NOT USE WORD/EXCEL 2007.
- Adobe PDF.
- Department email.

#### ***DAO Staffing and Responsibilities***

- Accounts Payable – Ron Vikash, Vincent Chan
- Accounts Receivable (AO-17s, OSFM) – Stephanie Lor
- Accounts Receivable (Grants) – Michelle Lawrence, Cecilia Encalada

- Fund Control – Linda Rodriguez, Kathleen Williams, Shirley Ching, Van Le, Dong Cao, Fanny Luo
- Labor Accounting – Betty Bradley
- E-Fund/Cost Recovery – Michelle Lawrence, Abraham Gaerlan

***DAO Contact Phones/Functional Desks***

Accounts Payable	Ron Vikash Vincent Chan	916-653-0986 916-653-4671 916-803-3897
Accounts Receivable	Stephanie Lor	916-653-2811
Efund	Michelle Lawrence / Abraham Gaerlan	916-803-3807
Fund Control	Linda Rodriguez Kathleen Williams	916-653-3909 916-653-2794 916-803-3879
Labor Accounting	Betty Bradley	916-653-4266
Backup Conference	Linda Rodriguez	916-653-3909 916-803-3879

***DAO Fax Machines:***

Accounts Payable	916-653-0987
Accounts Receivable	916-653-0987
E-Fund / Cost Recovery	916-653-4746
Management Services	916-653-2556

***Document Information/Processing***

Reports to be used include FM12, preliminary FM13 data, Encumbrance Report and Schedule A Report. All reports will be in HFD except the Schedule A report which will be on the transfer server.

Send documents to appropriate DAO mailboxes listed below:

- **DAO Accounts Receivable:** Schedule A accruals (AO–17s), meals, FC-80s
- **DAO Efund Accounting:** All documents (including OE accruals, labor accruals, labor JVs, OE JVs, MRTs) that require an incident number, Cost Share/FMAG accruals, federal grants, state agency accounts receivable contracts

- **DAO Fund Accounting:** Encumbrances, general questions, any unknown issues that are not identified
- **DAO Labor Accounting:** Labor JVs and labor accruals that do not have an incident number
- **DAO OE Accruals:** Only OE accruals that do not have an incident number
- **DAO OE JVs - MRTs:** Only OE JVs and MRTs that do not have an incident number

If the JV is a correction, please reference the original transaction to provide a paper trail. If the original JV is not yet posted, provide a copy of it with the second, subsequent JV now being requested for a fix/correction. Going back and manually researching a JV during the process will cause delays; submitting a new JV for correction will be more efficient and keep the workflow moving.

New encumbrances should have already been submitted prior to the closing process. No encumbrances will be accepted since by the time of closing the fiscal year will have already closed. Funds cannot be committed after June 30, 2016.

OE and Labor JVs – The unit that initiates a JV will send an electronic (scanned) or FAX copy of the JV to the recipient unit(s) that the JV is being coded against. The recipient unit will send an email response to the sending unit either advising that they accept or reject the JV. The sending unit will then attach the JV to the approval email(s) and forward it to the appropriate DAO mailbox with a cc to the recipient unit(s) and a “receipt requested”. Units with large JV packages are encouraged to send scans of their packages or copies earlier to recipient units to obtain approvals before the day of the fiscal closing process.

- **EXAMPLE:** TGU has charges that belong to HUU. TGU prepares the JV and sends an electronic/scanned or FAX copy of the JV to HUU. HUU receives the JV, verifies and agrees that it should be charged to their unit and sends TGU an email accepting the JV. TGU attaches the email to the JV and submits to HQ DAO.

This same process applies to changes needed between Region/Units/HQ Programs.

FM 13 Adjustments – To make corrections to the interim FM 13 reports follow the instructions below.

- To decrease or increase an accrual (HFD reports: OE Transactions...; PS Transactions...) **NOTE: Remember to include 2 decimal places**

If the accrual is \$100.00:

- Decrease by putting (25.38) to left of amount on the HFD report



- Increase by putting + 15.00 to left of amount on the HFD report

If accrual coding is incorrect, for object or PCA, circle and put information above coding.

**DO NOT CORRECT USING A JV.**

- To reduce encumbrance (HFD report: Encumbrance...), review FY 14 and FY 15
  - Reduce amount by putting (30.85) to left of amount on the HFD report
  - To disencumber the entire amount put “DIS” to the left of amount on the HFD report.

Scan corrected documents, attach to an email and send to the appropriate DAO mailbox. If unable to scan, fax to DAO at 916-653-0987.

TBAs: If there are TBAs to be prepared during year-end conference, send them to DBO electronically.

**NO DOCUMENTS WILL BE ACCEPTED AFTER 1600 ON 7-19.**

### ***Additional Instructions***

Refer to Handbook Sections 3774 and 3776 for additional technical instructions and responsibilities prior to the fiscal closing process.

## **GOTO MEETING Reference Guides**

For meeting coordinators, you will need to download the GoTo Meeting software from the website onto your computer to make it work.

### ***GoTo Meeting Rights***

The current meeting rights as established by DAO are as follows:

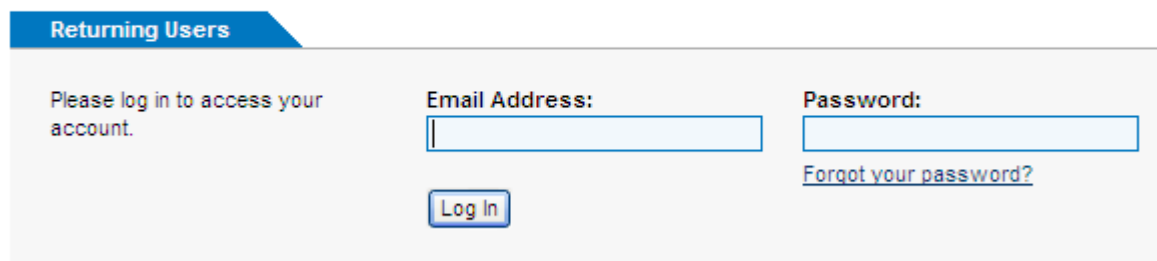
- Management Services
  - Tom Lutzenberger
- DAO
  - Michelle Lawrence
  - Linda Rodriguez
- Regions
  - Northern Region – Kerry Bradford

- Northern Region – Shana Jones (separate license)
- Southern Region – Ruth Torres

### ***Logging into Your Account***

For those in charge of GoToMeeting Accounts, remember your login will be your email address. Passwords are case sensitive. Three tries with the wrong password and the system will reject you. You will then be forced to delete all your browser cookies and history and restart your Internet browser because the system will think you are trying to break into an account after too many attempts.

#### **Secure Login**

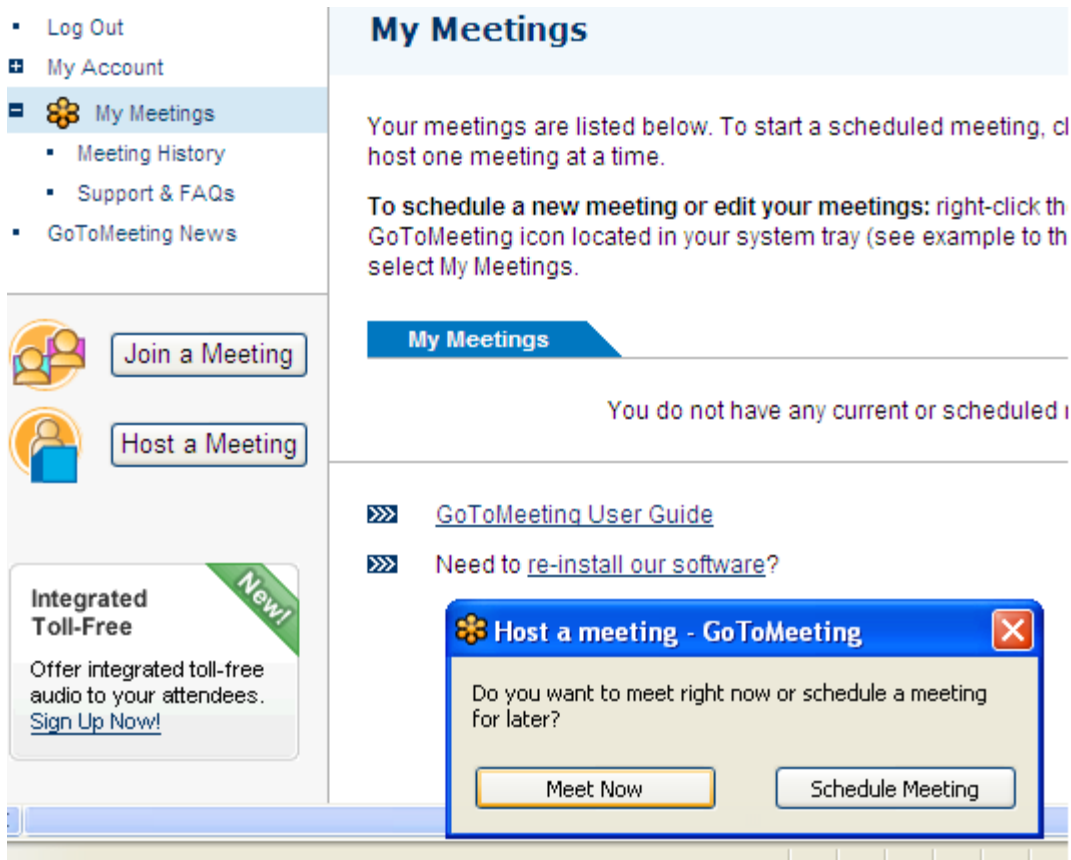


The image shows a web form titled "Returning Users" under the heading "Secure Login". The form contains a message: "Please log in to access your account." To the right of this message are two input fields: "Email Address:" and "Password:". Below the "Email Address:" field is a "Log In" button. To the right of the "Password:" field is a link that says "Forgot your password?".

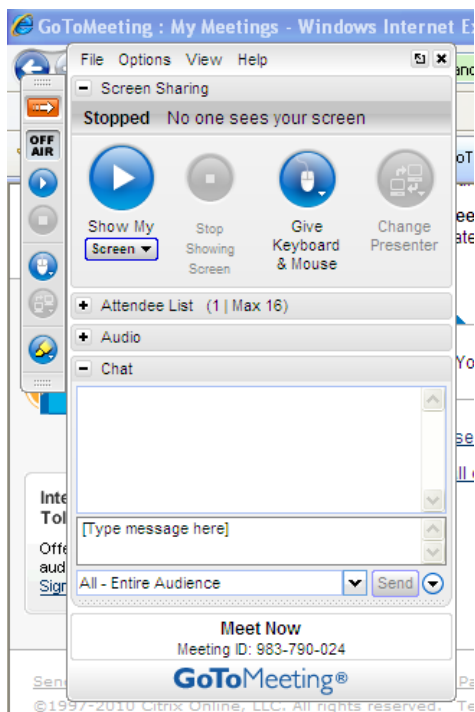
### ***Account Control Window***

When you first log in, you will enter your account control area. This allows you to plan meetings or to start a meeting session immediately. Click on the host a meeting button. Then a new dialogue small window will appear asking to Meet Now. This will only work if your GoToMeeting software is already installed. Otherwise it will prompt you to install first.

Click the Meet Now button to start an immediate session.

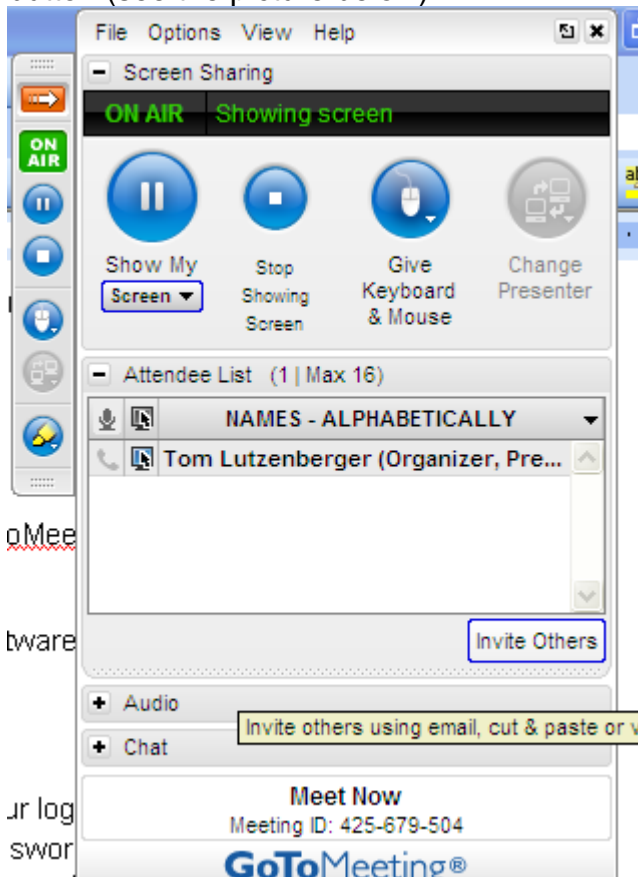


Once you click the Meet Now button the system will start up with your software and generate the GoToMeeting control dialogue panel which will look like the following:



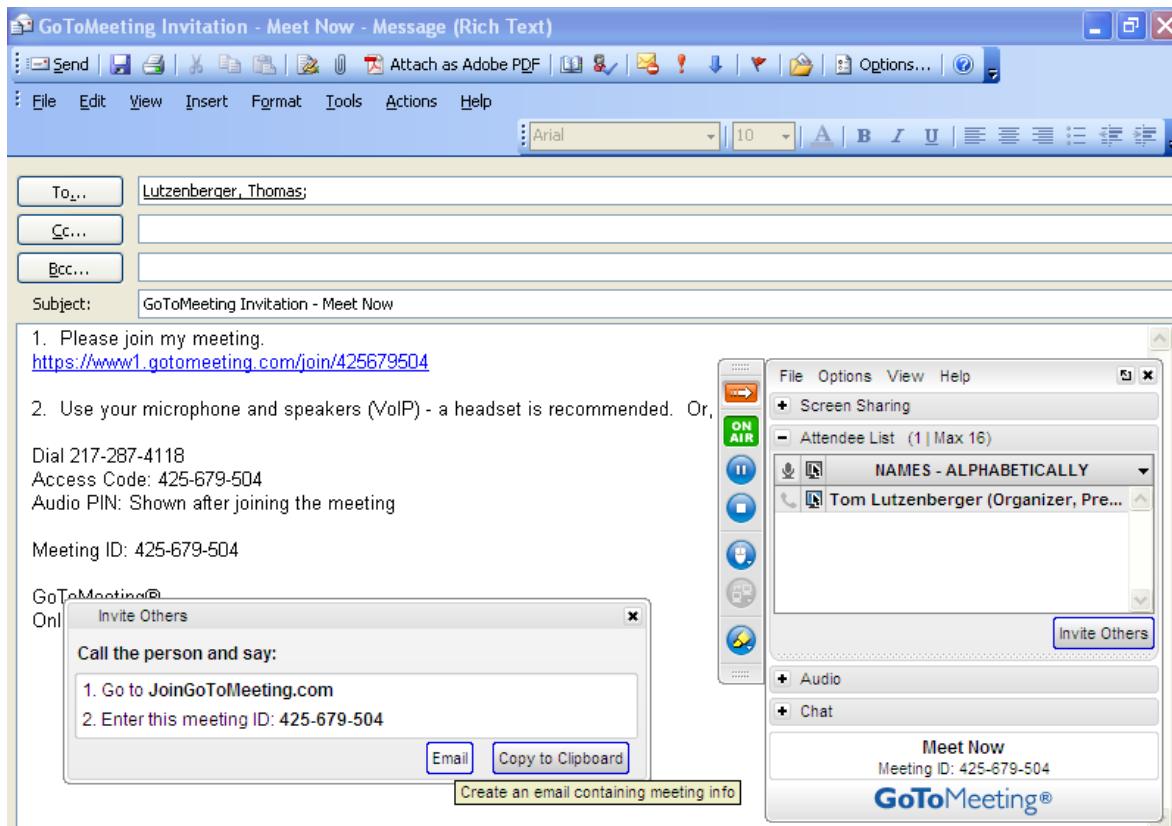
## ***Starting a Meeting Session – Inviting Attendees***

To bring attendees you will need to use the GoToMeeting software interface to invite people to join the meeting. The invitations are sent via email. Look for the tab that says Attendee List. Expand it. Then look for the button that says Invite Others. Click on the button (see the picture below).



The system will produce a second dialogue window and will use your Outlook email software to generate the invitation email to attendees you wish to include. When ready, input who is to be invited, and send the email. All the login information is provided in the boilerplate email (see the image sample below). The user just clicks on the link, logs in, and enters the meeting via computer. You will need to coordinate the phones for communication. See the phone/audio section for details.

When arranging a meeting, make sure to call the attendees if possible or get proactive response acknowledging the meeting time. Not everyone has a smart phone and will see emails right away. Units/Regions should cc a coordinator and if DAO contact Jennifer Jesness at 916-803-3847 or Tom Lutzenberger at 916-869-9040 as a backup for tracking.

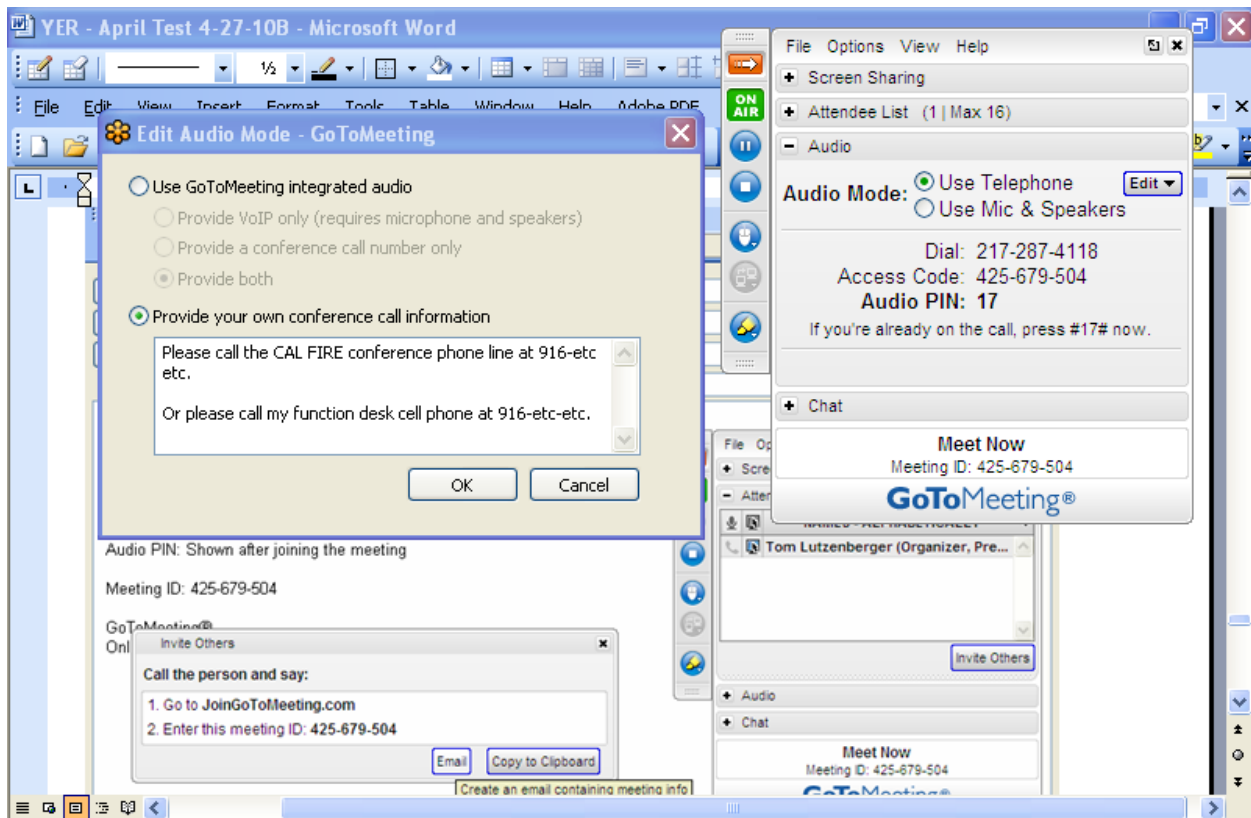
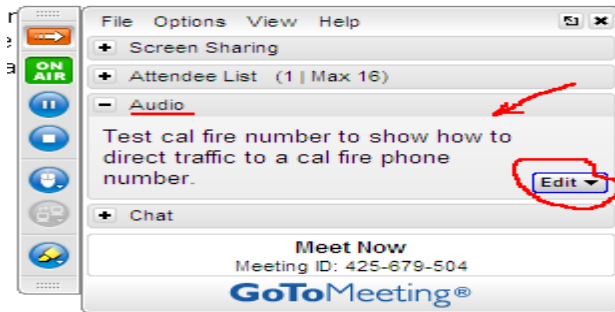


## Phones/Audio Control

To control phone communication for your meeting session you can:

- Have your entire meeting dial into the phone number provided (note – it will result in long-distance call charges), or
- You can direct the meeting to call a pre-determined phone number (see the list on functional desk phones).

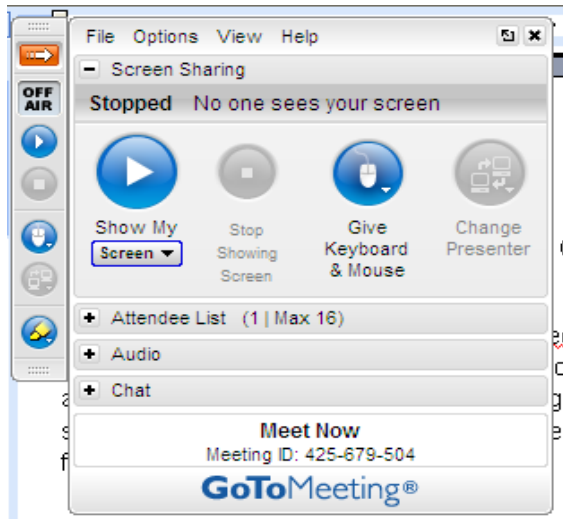
You start by clicking and expanding the Audio tab on the GoTo Meeting menu. Select Edit. This will bring up a window. Select your own conference line (see the image sample below). Type in your phone number and the meeting participants will see the phone number to call. See the image sample using text to identify the change:



None of the test functions will be using the Chat option offered by GoToMeeting so ignore this tab.

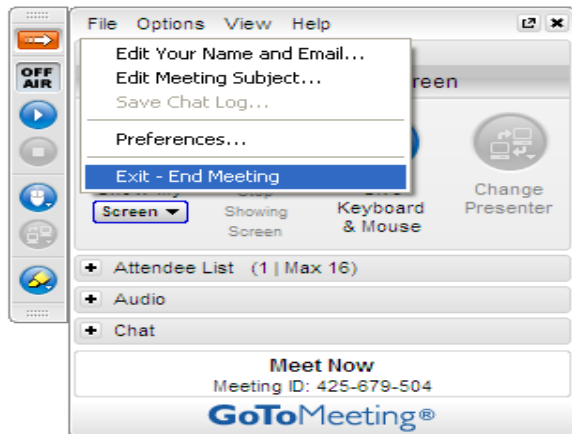
## Screen Sharing

For screen sharing, use the same GoToMeeting dialogue window and select the Screen Sharing tab. Expand it. With your invitees logged in, click on the Screen menu to select which application and file to be shown. The dialogue will give you various options to freeze the existing screen, stop showing it, or to hand over the mouse so the other invitee designated by you can flip through the file being discussed. See the image sample below:



## ***Exiting***

To Exit the meeting, just use your GoToMeeting dialogue, go to the File menu, select Exit, and close out. That will end the meeting session.



## ***Further Materials***

Go to the following website for a quick overview:

[http://www.gotomeeting.com/fec/training/interactive\\_training](http://www.gotomeeting.com/fec/training/interactive_training)

[\(next section\)](#)

[\(Handbook Table of Contents\)](#)

[\(Forms and Form Samples\)](#)